

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-20—ALLOWANCE FOR EN ROUTE TRAVEL EXPENSES

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SUBPART A—GENERAL RULES

- § 302-20.1** **What is the purpose of the allowance for en route travel expenses?** The allowance for en route travel expenses is intended to reimburse the employee reasonably and equitably for the travel expenses incurred by the employee and his/her immediate family while performing travel en route from the old official station or other authorized point of origin to the new official station or other authorized destination.
- § 302-20.2** **Am I eligible for the allowance for en route travel expenses?** Yes, if you are:
- (a) An employee authorized relocation benefits for a permanent change of station (PCS) under part 302-3 of this chapter;
 - (b) An employee authorized relocation benefits for a temporary change of station (TCS) under part 302-4 of this chapter;
 - (c) A new appointee or student trainee authorized relocation benefits in connection with your assignment to your first official station under part 302-5 of this chapter;
 - (d) An employee authorized return transportation under part 302-6 of this chapter; or
 - (e) An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter.
- § 302-20.3** **Must my agency pay me an allowance for en route travel expenses?** Yes, if you are eligible, except that FAA will not pay en route subsistence expenses for members of your immediate family when you are:
- (a) A new appointee or student trainee authorized relocation benefits in connection with your assignment to your first official station under part 302-5 of this chapter;
 - (b) An employee authorized return transportation under part 302-6 of this chapter; or
 - (c) An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter.
- § 302-20.4** **What rules govern the payment of en route travel expenses?** Except as otherwise provided in this part, the rules in chapter 301 govern the payment of travel expenses, including transportation and subsistence expenses, while performing en route travel.

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§ 302-20.5 **Where must I begin
and end my en route
travel?** As follows:

If you are...	Your en route travel must begin at...	Your en route travel must end at...
An employee authorized relocation benefits for a PCS under part 302-3 of this chapter,	Your old official station or old residence,	Your new official station or new residence.
An employee authorized relocation benefits for TCS and are performing en route travel to your temporary official station under part 302-4 of this chapter,	Your old official station or old residence,	Your temporary official station or you residence at the temporary official station.
An employee authorized relocation benefits for TCS and is performing return travel upon completion of the temporary assignment under part 302-4 of this chapter,	Your temporary official station or you residence at the temporary official station.	Your old official station or old residence.
A new appointee or student trainee authorized relocation benefits under part 302-5 of this chapter,	Your place of actual residence,	Your new official station or new residence.
An employee authorized return transportation under part 302-6 of this chapter,	Your old official station or old residence,	Your designated place of residence.
An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter,	Your old official station or old residence,	The place where you have selected to reside in § 302-7.12 of part 302-7 of this chapter.

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§ 302-20.6 **What is the “authorized point of origin” and “authorized destination” of my immediate family’s en route travel?**

As follows:

If you are...	The “authorized point of origin” of your immediate family’s en route transportation is...	The “authorized destination” of your immediate family’s en route travel is...
An employee authorized relocation benefits for a PCS under part 302-3 of this chapter,	Your old official station or old residence,	Your new official station or new residence.
An employee authorized relocation benefits for TCS and are performing en route travel to your temporary official station under part 302-4 of this chapter,	Your old official station or old residence,	Your temporary official station or you residence at the temporary official station.
An employee authorized relocation benefits for TCS and is performing return travel upon completion of the temporary assignment under part 302-4 of this chapter,	Your temporary official station or you residence at the temporary official station.	Your old official station or old residence.
A new appointee or student trainee authorized relocation benefits under part 302-5 of this chapter,	Your place of actual residence,	Your new official station or new residence.
An employee authorized return transportation under part 302-6 of this chapter,	Your old official station or old residence,	Your designated place of residence.
An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter,	Your old official station or old residence,	The place where you have selected to reside in § 302-7.12 of part 302-7 of this chapter.

§ 302-20.7 **May any member(s) of my immediate family leave from an origin other than the authorized origin or arrive at a destination other than the authorized destination?**

Yes, but FAA will only pay each immediate family member’s actual travel expenses, including transportation and subsistence expenses (if allowable), not to exceed what FAA would pay each member if they traveled between the authorized origin and destination.

SUBPART B—EN ROUTE TRANSPORTATION

§ 302-20.100 **What mode of transportation will FAA authorize me to use for en route travel?**

FAA will authorize you to use the mode of transportation it determines advantageous to the Government. FAA will always authorize travel by privately owned automobile as advantageous for en route travel.

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§ 302-20.101	What en route transportation expenses will FAA pay?	FAA will pay your actual transportation expenses by the authorized mode, unless you are authorized to use a POV in which case you will receive a mileage rate as provided in § 302-20.104 of this part instead of actual expenses. If you travel by other than the authorized mode of transportation, then you will be reimbursed your actual transportation costs not to exceed the amount you would have paid if you had traveled by the authorized mode of transportation.
§ 302-20.102	How many privately owned automobiles will FAA authorize me to drive?	One. Payment for driving a privately owned automobile is made to transport you, not your privately owned automobile(s), to your new official station or other authorized destination.
§ 302-20.103	Will FAA authorize payment for my immediate family to drive one or more additional privately owned automobiles?	<p>Yes, but only in following circumstances:</p> <ul style="list-style-type: none">(a) You, the members of your immediate family, and your luggage cannot be transported in one privately owned automobile;(b) You or a member of your immediate family require special accommodations because of age or a physical condition, and you require a second automobile for travel of you and/or other members of the immediate family;(c) You must report to your new official station before your immediate family, who must delay their departure for a reason acceptable to FAA such as:<ul style="list-style-type: none">(1) A member of your immediate family must complete a school term;(2) You have not been able to sell your residence at the old official station;(3) Your immediate family must settle personal business affairs;(4) Your immediate family must dispose of, or prepare for shipment of, your household goods;(d) A member of your immediate family must perform en route travel between a different origin and/or destination than your en route travel origin and destination (e.g., you have a dependent college student that leaves from the college site instead of your residence);

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- (e) You must report to your new official station after your immediate family, who must depart early for a reason acceptable to FAA such as:
 - (1) A member of your immediate family must begin a school term before you report for duty;
 - (2) Your immediate family must arrive early to complete a residence purchase transaction;
 - (3) Your immediate family must arrive early to unpack household goods; or
 - (4) A member of your immediate family must travel to the new official station early for medical reasons.

§ 302-20.104 **What rate will FAA use to pay my privately owned automobile expenses?** It will use a rate based on the number of people in the privately owned automobile. The rates are as follows:

When...	The rate is...
Only you, or 1 member of your immediate family, is in the privately owned automobile,	15 cents per mile.
You and 1 member of your immediate family, or 2 members of your immediate family, are in the privately owned automobile,	17 cents per mile.
You and 2 members of your immediate family, or 3 members of your immediate family, are in the privately owned automobile,	19 cents per mile.
You and 3 or more members of your immediate family, or 4 or more members of your immediate family, are in the privately owned automobile,	20 cents per mile.

§ 302-20.105 **What if I use an additional privately owned automobile which is not authorized for en route travel?** Your transportation expense reimbursement will be computed as if everyone traveled in the authorized privately owned automobile(s).

§ 302-20.106 **If I use my privately owned automobile to perform a temporary duty assignment in the middle of my en route travel, what rate will FAA use to pay my privately owned automobile expenses?** FAA will use the rate specified in part 301-10 of chapter 301 for temporary duty travel to reimburse the portion of your travel related to your temporary duty assignment. The remaining travel will be paid at the rates specified in § 302-20.104 of this part.

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SUBPART C—EN ROUTE SUBSISTENCE EXPENSES

- § 302-20.200 **What will FAA pay me for my en route subsistence expenses?** FAA will pay you a lodgings-plus per diem allowance computed using the rules provided in part 301-11 of chapter 301 for your en route subsistence expenses, except as expressly provided in this subpart.
- § 302-20.201 **Will FAA pay me a per diem for en route travel of 12 hours or less?** No.
- § 302-20.202 **What per diem rate will FAA use to compute my per diem allowance?** As follows:

For en route travel...	Your per diem rate is...
Between duty stations within CONUS,	The standard CONUS rate.
To, from, or between duty stations outside CONUS,	The locality rate applicable to the location where lodging is obtained.

- § 302-20.203 **What will FAA pay me for my immediate family's subsistence expenses?** FAA will pay a lodgings-plus per diem allowance computed using the rules provided in part 301-11 of chapter 301 for the en route subsistence expenses of each member of your immediate family, except as expressly provided in this subpart.
- § 302-20.204 **What per diem rate will FAA use to compute the per diem allowance for members of my immediate family?** When your spouse travels without you, FAA will use the same rate for your spouse that it uses for you. For your spouse when your spouse accompanies you and members of your immediate family, FAA will use the rates in the following table:

For en route travel...	Your spouse when accompanying you and members of your immediate family age 12 or older...		Members of your immediate family under age 12...	
	Receive an M&IE allowance of...	And actual lodging expenses not to exceed...	Receive an M&IE allowance of...	And actual lodging expenses not to exceed...
Between duty stations within CONUS,	The standard CONUS M&IE rate,	.75 times the standard CONUS maximum lodging amount.	The standard CONUS M&IE rate,	.5 times the standard CONUS maximum lodging amount.
To, from, or between duty stations outside CONUS,	the M&IE rate applicable to the locality,	.75 times the maximum lodging amount applicable to the locality.	the M&IE rate applicable to the locality,	.5 times the maximum lodging amount applicable to the locality.

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§ 302-20.205	Must I allocate lodging expenses to each individual when members of my immediate family and/or myself perform en route travel together?	No. You will add the maximum lodging amounts for you and/or each member of your immediate family traveling in the group, and limit the total lodging expenses to the sum of the maximum lodging amounts.
§ 302-20.206	If I am authorized to use my privately owned automobile to perform en route travel and drive the privately owned automobile, how will FAA pay my per diem?	FAA will pay a per diem as authorized under this part for the actual number of days you travel not to exceed the per diem as authorized under this part that would be paid if you traveled an average of 350 miles per day.
§ 302-20.207	If I am authorized to use my privately owned automobile to perform en route travel and drive the privately owned automobile, is there any exception to the 350 mile per day limitation on the payment of per diem?	<p>Yes, but only if you explain the reason for your delay in detail on your travel voucher, and the reason for the delay is either:</p> <ul style="list-style-type: none">(a) Clearly beyond the employee's control, e.g., Acts of God, or restrictions by Governmental authorities; or(b) Acceptable to FAA, e.g., a physically handicapped employee, and approved in advance on the travel authorization.